

From: IMPROVEMENT, School <School.IMPROVEMENT@education.gov.uk>

Sent: 27 February 2020 14:39

Subject: NLE Reporting Required by 9 March

Dear NLE,

Thank you for your continued support in the delivery of the 18/19 and 19/20 School Improvement Offer (SI) activity and in supporting schools outside of these offers.

As we are nearing the end of the 19-20 financial year, to ensure that we are able to pay you promptly for the support you have delivered up to 31 March 2020, we are writing to advise you of two pieces of reporting activity we require you to complete.

1. SI Offer 19/20 NLE deployments – reporting required by 9 March

Please ensure that you have updated the [School Improvement reporting online portal](#) with information regarding **visits scheduled and completed**. This information should be completed on the portal in real time and be kept up to date.

To inform payments and accruals for the 19-20 financial year, we will be taking a cut of the SI offer visits data on **9 March**. Please ensure that you have updated the portal with the visits you have undertaken to date and have scheduled to complete before 31 March, by 9 March.

Please note that if you do not update the portal by 9 March, we will not have evidence to retain your funding for payment and will be required to return it to the Treasury. This will mean that we will be unable to pay you.

We are aware that a number of NLEs have been unable to access the portal. If this is the case, please contact school.improvement@education.gov.uk for assistance.

2. NLE Bursary for deployments outside the SI offer – reporting required by 9 March

We wrote to you earlier this month to confirm that there is a £2,000 NLE bursary available for deployments you undertake outside of the School Improvement Offer, between 1 September 2019 and 31 March 2020. We now attach the form asking for your forecasted spend.

Please complete the attached NLE Bursary form and return it to school.improvement@education.gov.uk by 9 March 2020.

Please provide information on any deployments already completed and any deployments you **expect** to carry out before 31st March. Please note that as part of the 2019-20 grant assurance exercise, we will ask you to confirm the actual spend amount. Be advised that you will not receive this payment until you have completed your 19-20 grant assurance.

For claims to be valid you must fill out all columns in the table including the declarations that the supported school was not in the same MAT as the NLE and that the support was not part of the SI Offer. The total claim for the two terms must not exceed £2,000.

If you have not completed, and do not intend to make any claims, please complete section 1 of the form only and return it to us.

Please note that if you do not indicate both actual and any expected deployments to be carried out before 31st March on the form, as with SI funding, we will be required to return the funding to the Treasury and will not be able to pay you.

We look forward to receiving your reporting information and thank you in advance for your participation in this activity.

If you require any further information regarding these requirements or any technical assistance, please contact the team at school.improvement@education.gov.uk

Kind regards,

School Improvement Team